


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington D.C.		2. POSITION NUMBER EPE500121	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Director, Office of Civil Rights	ES	0360	00	
4. Supervisor's Recommendation	Director, Office of Civil Rights	ES	0360	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Vicki Simons			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. OFFICE OF CIVIL RIGHTS		h. Employing Office Location			
d.		i. Organization Code A0D00000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor REGINALD E. ALLEN, ACTING DEPUTY CHIEF OF STAFF		d. Typed Name and Title of Second-Level Supervisor MICHAEL FLYNN, ACTING DEPUTY ADMINISTRATOR			
b. Signature 	c. Date 14 Sep 17	e. Signature 		f. Date 9/14/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
(b) (6)		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 66666	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 10/24/17
(b) (6)					

DIRECTOR, OFFICE OF CIVIL RIGHTS
ES-0360-00

INTRODUCTION

This position is located in the Office of Civil Rights within the Office of the Administrator. The Office of Civil Rights serves as the principal adviser to the Administrator with respect to EPA's nationwide internal and external equal opportunity and civil rights programs and policies. OCR also investigates and resolves complaints of unlawful discrimination either by EPA or its financial assistance recipients. In addition to the Immediate Office Staff, the Office of Civil Rights is supported by the Employment Complaint and Resolution Staff charged with ensuring that all EPA employees and applicants for employment are afforded equal employment and advancement opportunities without regard to race, color, national origin, sex, age, religion, disability, reprisal, sexual orientation, or parental status; the Affirmative Employment and Diversity Staff which assesses and works to eliminate barriers to equal employment and advancement opportunities for women, minorities, and persons with disabilities and oversees the Agency's Special Emphasis programs; and Area Offices in Research Triangle Parks, North Carolina, Cincinnati, Ohio, and Las Vegas, Nevada.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as Director for the Office of Civil Rights (OCR). In this capacity, the Director provides strategic advice to the Administrator, Deputy Administrator, Chief of Staff, and Deputy Chief of Staff on issues related to equal employment opportunity (EEO) and civil rights policies and procedures; works in close coordination with the Chief of Staff and Deputy Chief of Staff to execute decisions made by the Administrator and Deputy Administrator. The Director coordinates and provides technical assistance between Headquarters/Regional components and State/Local governments and the public in addressing broad, cross-cutting civil rights and EEO issues.
2. Develops and oversees processes to plan and track the utilization of OCR resources, this includes, but is not limited to, identifying strategies and priorities in all administrative management areas, such as personnel, facilities, and budget. Provides expert advice and technical assistance to the Administrator and Deputy Administrator on internal and external management assessments relating to civil rights and EEO programs. Develops and implements management strategy to implement final decisions. Coordinates efforts with other Agency offices to link the office's strategic plan to the overall mission/goal of the Agency.

3. Represents EPA on workgroups and task forces, both internal and external regarding EEO and civil rights related issues. Works closely with OCR staff, the EEOC, and other Agencies to meet its mission and objectives.
4. Serves as EPA's contact with other offices within the Office of the Administrator, as well as EPA's administrative components (OARM, OHR, FMSD, etc.). Works with these organizations to assess the impact of emerging issues on administrative and budget initiatives. Ensures the Administrator's and Deputy Administrator's points of view and philosophy are factored in all decision-making activities.
5. The Director is responsible strategic planning, budget planning and establishing human resources practices and policies. As such, the Director oversees the evaluation of employee performance, recommends incentives, initiates corrective actions, keeps employees informed of OCR's and Agency policies and procedures, counsels employees as appropriate, etc. In addition, provides leadership in the development and implementation of OCR's operating procedures and policies.
6. Exercises full responsibility to effectively support EEO/Affirmative Action Plan and communicates this support to subordinates. The Director leads the implementation of Agency policies as they pertain to overall quality of work life and employee relations.
7. Serves as the Deputy Ethics Official for OCR, responsible for providing ethics advice to employees, reviewing their confidential financial disclosure forms, examining requests for outside activity, and assessing requests to accept travel expenses from non-federal sources.
8. Performs other related duties as assigned by the Administrator or Deputy Administrator based on the needs of the office and Agency.

SUPERVISORY CONTROLS

Incumbent has the authority to plan, direct, and oversee all Agency programs and activities in order to ensure equal opportunity and prohibit discrimination in employment within EPA in accordance with the Civil Rights Act, Executive Orders, and EPA implementing directives. The Director is responsible for ensuring that the Agency operates in accordance with regulations of the Equal Employment Opportunity Commission. Completed work is reviewed only from an overall standpoint of feasibility, compatibility with other work, and effectiveness in meeting program objectives. Findings and recommendations are reviewed by the Deputy Chief of Staff, Chief of Staff, and Deputy Administrator only for potential influence on broad Agency policies, objectives, and program goals related to EEO and civil rights.